

How to submit a **sTEP WAVE SEAT BELT SURVEY** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Status Reports**
- Click on the **blue** font report number in the **ID column** that says sTEP Seat Belt Survey in the **Type** column

| Status Reports - Pending | | | | | Copy Existing Status Report Return to Components | | |
|--------------------------|-----------------------|-----------------------|-----------------------|------------|--|----------|---------|
| ID | Type | Title | Date From-To | Due Date | Submitted Date | Arrived? | Status |
| 373752-01 | sTEP Wave | November sTEP Wave | 11/16/2020-11/29/2020 | 12/14/2020 | | - | Editing |
| 373752-02 | sTEP Wave | December sTEP Wave | 12/18/2020-01/01/2021 | 01/16/2021 | | - | Editing |
| 373752-03 | sTEP Wave | May sTEP Wave | 05/24/2021-06/06/2021 | 06/21/2021 | | - | Editing |
| 373752-04 | sTEP Wave | July sTEP Wave | 07/02/2021-07/05/2021 | 07/20/2021 | | - | Editing |
| 373752-05 | sTEP Wave | August sTEP Wave | 08/20/2021-09/06/2021 | 09/21/2021 | | - | Editing |
| 373752-06 | sTEP Seat Belt Survey | sTEP Seat Belt Survey | 05/19/2021-06/11/2021 | 06/21/2021 | | - | Editing |

- Click on **sTEP Seat Belt Survey** in the table

| Components | | | Preview Submit |
|---|-----------|-------------|--|
| Complete each component of the status report and mark it as complete. Click Submit when you are done. | | | |
| Name | Complete? | Last Edited | |
| General Information | ✓ | 10/07/2020 | |
| sTEP Seat Belt Survey | | | |

- Enter your pre-wave # Observed, hit TAB, and enter # Belted
- Enter your post-wave # Observed, hit TAB and enter # Belted
- Click on **Return to Top**

| | |
|---|---|
| sTEP Seat Belt Survey | |
| <i>Per the contract, the agency must conduct a pre-event and a post-event safety belt observation survey during the May wave.</i> | |
| <i>Count those belted and observed in the front seat for an hour or until 100 vehicles are observed; whichever comes first.</i> | |
| Pre-wave Seat Belt Survey* | <input type="text"/> <input type="text"/> ← |
| # Observed # Belted | |
| Post-wave Seat Belt Survey* | <input type="text"/> <input type="text"/> ← |
| # Observed # Belted | |
| Return to Top | |

Click **Save**

| | |
|---|---|
| Menu Help Log Out | Back Print Add Delete Edit Save |
| Grant/Project Tracking | |
| Status Report: 374603 - 01 | |
| Grant: 374603-Mayberry Police Department | |

- Click **Mark as Complete**

sSTEP Seat Belt Survey [Mark as Complete](#) | [Go to Status Report Forms](#)

Per the contract, the agency must conduct a pre-event and a post-event safety belt observation survey during the May wave.

Count those belted and observed in the front seat for an hour or until 100 vehicles are observed; whichever comes first.

| | | | |
|------------------------------------|-----------------|---------------|--------|
| Pre-wave Seat Belt Survey* | 1 # Observed | 1 # Belted | 100.0% |
| Post-wave Seat Belt Survey* | 1 # Observed | 1 # Belted | 100.0% |

- Click **Submit**

Components [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

| Name | Complete? | Last Edited |
|--|-----------|-------------|
| General Information | ✓ | 10/07/2020 |
| sSTEP Seat Belt Survey | ✓ | 10/12/2020 |

- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing.
Have you completed all sections? Are you sure you are ready to submit this Status Report?

[OK](#) [Cancel](#)

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)

FYI – sSTEP Wave Seat Belt Surveys are due 15 days after the end of the wave period, indicated on the status report (see below):

| Status Reports - Pending | | | | Copy Existing Status Report Return to Components | | | |
|--------------------------|------------------------|------------------------|-----------------------|--|----------------|----------|---------|
| ID | Type | Title | Date From-To | Due Date | Submitted Date | Arrived? | Status |
| 373752 - 01 | sSTEP Wave | November sSTEP Wave | 11/16/2020-11/29/2020 | 12/6/2020 | | - | Editing |
| 373752 - 02 | sSTEP Wave | December sSTEP Wave | 12/18/2020-01/01/2021 | 01/15/2021 | | - | Editing |
| 373752 - 03 | sSTEP Wave | May sSTEP Wave | 05/24/2021-06/06/2021 | 06/21/2021 | | - | Editing |
| 373752 - 04 | sSTEP Wave | July sSTEP Wave | 07/02/2021-07/05/2021 | 07/23/2021 | | - | Editing |
| 373752 - 05 | sSTEP Wave | August sSTEP Wave | 08/20/2021-09/06/2021 | 09/10/2021 | | - | Editing |
| 373752 - 06 | sSTEP Seat Belt Survey | sSTEP Seat Belt Survey | 05/19/2021-06/11/2021 | 06/21/2021 | | - | Editing |

| Status Reports - Processed | | | | | | | |
|----------------------------|------|-------|--------------|----------|----------------|----------|--------|
| ID | Type | Title | Date From-To | Due Date | Submitted Date | Arrived? | Status |

The Iowa Grants system will send you an automated courtesy reminder email 10 days out from the due date indicating a “Status Report” is due soon. The system will email you again 3-5 days out from the due date if you’ve still not submitted the report. The email will come from Iowa Grants and if you have any questions, please contact your Program Administrator.

- If you’ve submitted your report prior to the 5th of the following month, you should not receive this email.
- If you’ve started your report but not completed and submitted your report (editing status), you WILL receive this email.
- If you’ve not started your report at all, you WILL receive this email.

From: iowa.grants@webgrantsmail.com
 Subject: Status Report Due Soon
 Message:

**** Do Not Respond to This Email ****

Your Grant Manager has created a status report due for submission in 10 days for the following grant:

Number: *Your Contract Number*

Name: *Your Grant Title*

Program Area: Governor’s Traffic Safety Bureau

Grantee Organization: *Your Organization*

Applicant: *Primary Contact*

This requires your immediate attention, you may log into the IowaGrants.gov grants management system at the following location:

<https://www.iowagrants.gov>